



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7
400 ARMY PENTAGON
WASHINGTON, DC 20310-0400

REPLY TO
ATTENTION OF

DAMO-TR

JUL 21 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Advanced Leader Course Common Core (ALC CC) Distributed Learning (DL) Policy

1. Reference: AR 350-1 Army Training and Leader Development, dated 18 Dec 09.
2. Purpose: To publish Army policy guidance for ALC CC (DL).
3. Description: ALC CC is a 90 day web based, highly facilitated course that has replaced Basic Noncommissioned Officer Course Common Core.
4. Requirement: Soldiers are required to be an Advanced Leader Course (ALC) Graduate in order to be fully qualified for promotion to Sergeant First Class. ALC CC (DL) **must** be completed along with any subsequent ALC technical phase to be considered an ALC graduate. ALC CC (DL) does not have to be taken prior to any other phase of ALC. Soldier will be enrolled into ALC CC by the Human Resources Command (HRC), National Guard Bureau (NGB), and the United States Army Reserve Command (USARC).
5. Responsibilities:
 - a. Soldiers selected for attendance to ALC CC (DL) will:
 - (1) Register and accurately input their chain of command contact information by the date indicated in the Army Training Requirements and Resources System (ATRRS) notification.
 - (2) Complete Blackboard Tutorial and sign Distributed Learning (DL) Memorandum of Agreement.
 - (3) Will start course on the date indicated in the ATRRS notification, and keep up with all modules and assignments.
 - b. Chain of Command (CoC)/NCO Support Channel responsibilities:
 - (1) First Line Supervisor will:
 - a. Ensure Soldiers are aware of their selection to ALC CC (DL).

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- b. Ensure Soldier completes all course administrative requirements.
- c. Monitor progress of Soldiers during course.
- d. Coach, mentor, and counsel Soldier as required or needed.
- e. IAW Ref, provide Soldier time during the duty day to work on course material.

(2) First Sergeant will:

- a. Ensure first line leader monitors the Soldier's progress.
- b. Provide coaching, mentoring, and counseling to both first line leader and Soldier throughout the course.
- c. IAW Ref, ensure Soldier is given time during the duty day to work on course material.

(3) Soldier's Command Sergeant Major will:

- a. Verify Soldiers within their command are aware that they have been selected for attendance to ALC CC (DL).
- b. Coach, mentor, and counsel First Line Leaders, First Sergeants, and the Soldier enrolled as required or needed.
- c. IAW Ref, ensure Soldier's within their command are given time during the duty day to work on course material.

(4) Commanders at all levels will: IAW Ref, ensure Soldier's within their command are given time during the duty day to work on course material.

c. HRC will:

- (1) Schedule all AC/USAR AGR/IRR/IMA Soldiers to attend ALC CC (DL).
- (2) Publish course rosters and provide them to the United States Army Sergeant Major Academy (USASMA) NCOA 180 days prior to course reporting date.
- (3) Maintain a course roster of alternates and replace Soldiers who fail to register. No substitutions will be made after day 15 of the course.
- (4) Update Soldiers MEL MES Code upon completion of ALC CC (DL) as required.

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(5) Reschedule Soldiers who have been deferred, recorded as no shows, or course failures as required.

d. NGB/USARC will:

(1) Schedule all RC Soldiers to attend ALC CC (DL).

(2) Maintain a course roster of alternates and replace Soldiers who fail to register.

(3) Reschedule Soldiers who have been deferred, recorded as no shows, or course failures as required.

(4) Provide specific guidance regarding procedures/responsibilities as applicable to ATRRS list insuring accurate contact information. Review and update rosters for proper AKO information.

e. TRADOC will: Ensure ALC CC (DL) system is flexible to allow Soldiers a full 90 days to complete course.

f. USASMA will:

(1) USASMA's registrar will send the names of students, with a reserved seat in ATRRS, who fail to enroll in the course by day 15 of the reporting period to HRC's Military Schools Branch Sergeant Major.

(2) The Course Director will send an AKO e-mail to the Soldier and their NCO Support Channel if they fail to meet the following course milestones:

(a) Complete Module 1 by day 20.

(b) Complete Module 2 by day 30

(c) Complete Module 3 by day 45.

(d) Complete Module 4 by day 60.

(e) On day 85 notify Soldier to take Module 5 exam. This allows a student who fails the Module 5 exam an opportunity to retake the exam before the course closes on day 90.

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g. Reserve Component NCOAs will:

(1) Send the names of students, with a reserve seat in ATRRS, who fail to enroll in the course before the reporting period to respective Quota Source Manager to substitute with Soldiers in a wait status.

(2) The Course Director will send an AKO e-mail to the Soldier and their NCO Support Channel if they fail to meet the following course milestones:

(a) Complete Module 1 by day 20.

(b) Complete Module 3 by day 45.

(c) Complete Module 4 by day 60.

(d) On day 85 notify Soldier to take Module 5 exam. This allows a student who fails the Module 5 exam an opportunity to retake the exam before the course closes on day 90.

h. ACOM/ASCC G-3 Training will verify and validate HRC's class rosters NLT 150 prior to the class start date, and provide their response back to HRC NLT 120 days prior to the start date of the class.

i. HQDA Staff: HQDA G-37 will monitor execution of course and provide appropriate resourcing.

6. Reporting Period: Upon enrollment in ATRRS, Soldiers will be provided e-mails on how to pre-register for their upcoming ALC CC (DL) class. 45 days prior to the START DATE of their class, Soldiers will receive a follow-up email reminding them that their class will start in 45 days and of their pre-registration responsibilities. At 30 days prior to START DATE, if the Soldier has not pre-registered he will only have 15 days to do so. At day 15, prior to START DATE, any Soldier who has not pre-registered will automatically be cancelled and considered a "No Show." The next Soldier on the WAIT list will move up to a confirmed RESERVATION. Soldiers who "No Show" or have been cancelled may result in potential 24 months to be rescheduled for any phase of ALC. The following are Pre-registration tasks that must be completed:

a. Register for their ALC CC (DL) class

b. Input chain of command contact information.

c. Complete Blackboard Tutorial.

d. Read and sign Distributed Learning Memorandum of Agreement.

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7. Deferrals: Course withdrawal and Extensions. Active Component request for deferral will be submitted to HRC at HRC-EPMD-NCOES-Operations@conus.army.mil. Reserve Component request for deferral will be submitted to either the NGB, Director Army National Guard, ATTN: ART, or USARC, Commander, United States Army Reserve Command, ATTN: 1401 Deshler Road, Fort McPherson, GA 30330. Requests for course withdrawal or extension will be submitted to USASMA, Office of the Commandant, ATTN: ATSS-DC, Fort Bliss, TX 79918-8002. Soldiers will only be allowed to defer or withdraw from ALC CC (DL) for the following reasons:

- a. Operational. IAW 350-1 (Deployments Only)
- b. Medical.
- c. Compassionate.

8. Course Graduation: Soldiers must complete both ALC CC (DL) and the technical phase or phases for their MOS to be considered an ALC graduate, with the following exception: Soldiers whose primary MOS does not have an ALC technical phase will be considered ALC graduate upon completion of ALC CC (DL). USASMA/NCOES Academy will issue the DA Form 1059, Academic Evaluation Report to these Soldiers.

9. Course Failures and Dismissal:

a. Soldiers will be considered a course failure if they fail to meet course standards or show a lack of academic progress, outlined in paragraphs 5.f (2) and 5.g2 of this policy. Soldiers ATRRS training record will be annotated to reflect course failure. Failure to successfully complete ALC CC (DL) may result in a 24 month wait to be rescheduled.

b. Students will be considered for course dismissal IAW AR 350-1, Chap 3, Para 14.



SCOTT F. MILLER
Deputy Director of Training

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